LOGOS 40/42
Instructor's Manual
office practice course

olivetti

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LOGOS 40/42
Instructor's Manual
office practice course

OLIVETTI CORP. OF AMERICA
500 Park Avenue
New York, New York 10022

INTRODUCTION

The Office Practice Course covers all the functions of the Olivetti Logos 40/42 electronic printing calculators and shows how they can be applied to a variety of business calculations.

The Practice and Review Exercises will allow you to measure the progress of each student. For answers, students may use lined paper or the sample answer sheet at the end of the book which can be reproduced.

After completion of the exercises, the calculator tape for each problem should be handed in together with the answer sheet.

To help you check the students' tapes, copies for each set of exercises are also included in this book. You can very easily compare the students' tapes against the copies provided.

The required answers are highlighted with a '●'.

At the end of each five lessons in the course, there is a test covering the material in that section. The Final Test covers the entire course.

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LOGOS 40/42

Student Answer Sheet

Name: _____

Class: _____

Instructor: _____

LESSON 1	LESSON 2	6. 3,237.60
Practice Exercises	Practice Exercises	7. 4,625.27
1. 3,606	1. -36.63	8. -2,590.30
2. 4,537	2. -232.41	9. 6,492.96
3. 4,345	3. -0.45	10. 2,848.83
4. 4,293	4. 185.32	LESSON 3
5. 4,603	5. 92.81	Practice Exercises
6. 2,414	6. 663.59	1. 191.62 ST
7. 3,361	6 Items	686.27 ST
8. 2,312	7. 186.53	696.03 T
9. 3,761	5 Items	2. 257.58 ST
10. 23,919	8. 57.28	272.05 ST
11. 1,339.0382	8 Items	405.53 T
12. 469.6825	9. 371.04	3. 42.21 ST
13. 7,960.7321	10 Items	447.73 ST
14. 1,994.070	10. 8,403.28	1,657.72 T
15. 105.83	4 Items	4. 96.14 ST
16. 240.22	Review Exercises	111.09 ST
17. 666.84	1. 14.09	737.21 T
18. 3,508.77	2. 1,027.67	5. 255.74
19. 8,282.96	3. 1,120.72	6. 301.42
20. 3,592.43	4. 2,931.35	7. 393.93
	5. -5,647.47	8. 1,000.64

LESSON 4

Practice Exercises

1. 161.8942
2. 157.248
3. 60.016
4. 436.522125
5. 1,025.82
6. 487.2875
7. 8,681.40
8. 5,549.46
9. 6,615.63
10. 19,012.75
11. 470.81
12. 16,474.29

Review Exercises

1. 715.34 ST
951.89 ST
1,069.43 T
2. 3,018.25
3. -2,188.55
4. 546.92

LESSON 5

Practice Exercises

1. 49,782.50
2. 953.21
3. 35,860.30
4. 5,039.64

LESSON 6

Practice Exercises

1. 35.10
2. 144.78
3. 1,243.61
4. 3.19
5. 222.67
6. 5.36
7. 209.15
8. 157.90
9. 1,015.49
10. 20.57

LESSON 7

Practice Exercises

1. 213.20
74.75
302.25
2. 9.50
82.81
5.10
3. 184.77
232.43
9.61
4. 2,096.77
3,460.24
469.90

Review Exercises

1. 1,553.80
2. 7,135.92
3. 108.31
4. 3.57
7.17
5.33
5. 1,344.50

LESSON 8

Practice Exercises

1. 14,931.43 GT
2. 1,663.51 GT
3. 145.43 GT

LESSON 9

Practice Exercises

1. 5,843.75
2. 2,526.50
3. 10.73
4. 46.66
5. 191,423.00
6. 20.19
7. 754.85
8. 2,164.35
9. 6,179.64
10. 5,144.74
11. 3,927.00
12. 2,302.43
13. 2,926.95
14. 3,133.95
15. 6,953.04
16. 92,328.80
6,367.50
17. 11.43
175.11
18. 3,537.50
39,184.62
19. 6,836.03
27,344.12
20. 81.05
2,703.02

Review Exercises

1. 7,791.00 Net Sls
2. 2,462.04
3. 1,395.37
4. 10,106.50
712.23

5.	50.15	
	9,824.39	
LESSON 10		
Practice Exercises		
1.	18.13	
2.	76.46	
3.	113.96	
4.	16.28	
5.	144.59	
6.	96.18	
7.	130.13	
8.	69.25	
9.	1,234.30	
10.	281.19	
LESSON 11		
Practice Exercises		
1.	37.54	
2.	202.81	
3.	365.59	
4.	610.42	
5.	269.67	
LESSON 12		
Practice Exercises		
1.	3,337.30	
2.	3,107.29	
Review Exercises		
1.(A)	130.33	
(B)	210.41	
(C)	692.73	
(D)	115.94	

LESSON 13		
Practice Exercises		
1.	1.85	
2.	7.01	
3.	3.68	
LESSON 14		
Practice Exercises		
1.(A)	10.37%	
(B)	7.19%	
(C)	14.28%	
(D)	3.96%	
2.(A)	1,910	AMT
	17.44	%
(B)	1,742	AMT
	28.04	%
(C)	1,645	AMT
	19.21	%
(D)	1,264	AMT
	29.84	%
LESSON 15		
Practice Exercises		
1.(A)	25.55%	
(B)	11.56%	
(C)	12.08%	
(D)	10.06%	
2.(A)	-2,724	AMT
	-24.65	%
(B)	-3,076	AMT
	-32.98	%
(C)	-3,015	AMT
	-22.75	%
(D)	-564	AMT
	-6.94	%

3.(A)	168	AMT
	9.07	%
(B)	-324	AMT
	-21.19	%
(C)	96	AMT
	11.24	%
(D)	434	AMT
	25.23	%
4.(A)	1,708	AMT
	26.21	%
(B)	1,337	AMT
	15.06	%
(C)	-2,602	AMT
	-24.75	%
(D)	2,878	AMT
	31.40	%
LESSON 16		
Practice Exercises		
1.(A)	33.64%	
(B)	22.50%	
(C)	25.06%	
(D)	18.80%	
2.(A)	8.45%	
(B)	18.18%	
(C)	43.47%	
(D)	29.90%	
LESSON 17		
Practice Exercises		
1.(A)	213.47	
(B)	158.78	
(C)	452.39	
(D)	175.36	
2.(A)	683.10	
(B)	319.91	

2.(C)	574.76
(D)	212.23
LESSON 18	
Practice Exercises	
1.	433.77
2.	1,049.48
3.	43.50
4.	674.90
5.	167.71
LESSON 19	
Practice Exercises	
1.St.Time	198.00
Overtime	59.44
Gross Pay	257.44
Deductions	53.35
Net Pay	204.09
2.St.Time	234.00
Overtime	140.48
Gross Pay	374.48
Deductions	91.65
Net Pay	282.83
Review Exercises	
1.(A)	25.22%
(B)	40.25%
(C)	12.74%
(D)	21.79%
2.(A)	658.90
(B)	999.13
(C)	181.27
(D)	529.42
LESSON 20	
Practice Exercises	
1.(A)	3,573.90
(B)	3,513.25
(C)	4,966.92
(D)	3,693.60
2.(A)	271.47
(B)	1,026.12
(C)	782.30
(D)	2,605.68

LESSON 1

PRACTICE EXERCISES

1. Page 4

456 +1
789 +1
489 +1
756 +1
459 +1
657 +1
3 606 T1 ●

2. Page 4

585 +1
779 +1
887 +1
949 +1
878 +1
459 +1
4 537 T1 ●

006 ●

3. Page 4

897 +1
568 +1
654 +1
475 +1
786 +1
965 +1
4 345 T1 ●

006 ●

4. Page 4

644 +1
957 +1
465 +1
864 +1
796 +1
567 +1
4 293 T1 ●

006 ●

5. Page 4

865 +1
496 +1
875 +1
766 +1
647 +1
954 +1
4 603 T1 ●

006 ●

6. Page 5

126 +1
345 +1
506 +1
180 +1
909 +1
348 +1
2 414 T1 ●

7. Page 5

278 +1
431 +1
500 +1
808 +1
614 +1
730 +1
3 361 T1 ●

8. Page 5

159 +1
458 +1
640 +1
709 +1
246 +1
100 +1
2 312 T1 ●

9. Page 5

349 +1
761 +1
802 +1
624 +1
905 +1
320 +1
3 761 T1 ●

006 ●

10. Page 5

7 080 +1
1 356 +1
4 678 +1
1 200 +1
3 605 +1
6 000 +1
23 919 T1 ●

006 ●

11. Page 6

26.5650 +1
128.3000 +1
6.4532 +1
1 158.0000 +1
19.7200 +1
1 339.0382 T1 ●

12. Page 6

213.4050 +1
48.5620 +1
195.0000 +1
12.1525 +1
0.5630 +1
469.6825 T1 ●

005 ●

13. Page 6

6 532.0000 +1
891.2360 +1
24.5000 +1
389.5061 +1
123.4900 +1
7 960.7321 T1 ●

005 ●

14. Page 6

14.875 +1
362.020 +1
1 030.250 +1
519.425 +1
67.500 +1
1 994.070 T1 ●

15. Page 7

25.00 +1
6.45 +1
18.50 +1
12.46 +1
28.02 +1
15.40 +1
105.83 T1 ●

16. Page 7

13.40 +1
48.56 +1
95.00 +1
36.00 +1
12.06 +1
35.20 +1
240.22 T1 ●

006 ●

17. Page 7

218.00 +1
165.30 +1
24.50 +1
78.99 +1
156.05 +1
24.00 +1
666.84 T1 ●

006 ●

18. Page 7

150.12 +1
456.45 +1
348.26 +1
1 040.50 +1
652.32 +1
861.12 +1
3 508.77 T1 ●

006 ●

19. Page 7

3 856.05 +1
1 230.62 +1
831.90 +1
620.00 +1
1 504.99 +1
239.40 +1
8 282.96 T1 ●

900 ●

20. Page 7

135.00 +1
492.75 +1
641.02 +1
1 923.48 +1
299.95 +1
100.23 +1
3 592.43 T1 ●

006 ●

LESSON 2

PRACTICE EXERCISES

1. Page 9

65.43 +1
102.06 −1
−36.63 T1 ●

002 ●

2. Page 9

116.45 +1
348.86 −1
−232.41 T1 ●

002 ●

3. Page 9

33.55 −1
17.80 +1
15.30 +1
−0.45 T1 ●

003 ●

4. Page 9

75.95 +1
22.40 −1
18.23 −1
150.00 +1
185.32 T1 ●

004 ●

5. Page 9

211.60 +1
57.83 −1
42.54 +1
103.50 −1
92.81 T1 ●

004 ●

6. Page 10

56.47 +1
234.19 +1
28.36 +1
82.75 −1
100.90 +1
326.42 +1
663.59 T1 ●

006 ●

7. Page 10

19.21 +1
185.00 +1
23.60 −1
9.42 −1
15.34 +1
186.53 T1 ●

005 ●

8. Page 10

23.50 +1
8.61 +1
36.20 +1
0.25 −1
0.84 +1
7.14 −1
12.43 +1
16.91 −1
57.28 T1 ●

008 ●

9. Page 10

145.23 -1
99.99 +1
17.08 +1
232.10 +1
7.53 +1
16.00 +1
8.50 +1
12.75 +1
19.02 +1
103.30 +1
371.04 T1●

010●

10. Page 10

1 002.50 +1
2 000.06 +1
1 800.70 +1
3 600.02 +1
8 403.28 T1●

004●

REVIEW EXERCISES

1. Page 11

16.15 +1
22.36 +1
0.78 +1
83.00 -1
57.80 +1
14.09 T1●

005●

2. Page 11

50.00 +1
216.50 +1
91.26 -1
652.43 +1
200.00 +1
1 027.67 T1●

005●

3. Page 11

147.80 +1
600.03 +1
519.24 +1
92.15 -1
54.20 -1
1 120.72 T1●

005●

4. Page 11

1 008.99 +1
456.25 -1
2 365.80 +1
0.36 +1
12.45 +1
2 931.35 T1●

005

5. Page 11

100.01 +1
2 000.50 +1
916.42 -1
791.56 -1
6 040.00 -1
-5 647.47 T1●

005●

6. Page 11

356.25 +1
1 520.04 +1
634.80 -1
135.50 +1
2 360.00 +1
400.56 -1
23.42 +1
18.95 +1
141.20 -1
3 237.60 T1●

009●

7. Page 11

219.50 +1
1 000.01 +1
459.90 +1
313.75 -1
597.00 -1
83.40 +1
0.36 +1
0.03 +1
3 642.80 +1
130.02 +1
4 625.27 T1●

010●

8. Page 11

1 500.00 -1
2 195.00 +1
536.40 -1
959.80 -1
21.45 +1
1 075.05 -1
18.20 +1
1 206.00 -1
452.30 +1
-2 590.30 T1

009●

9. Page 11

112.77 +1
450.08 +1
1 833.55 +1
55.80 -1
1 597.53 +1
0.45 +1
32.98 -1
2 587.13 +1
0.23 +1
6 492.96 T1●

009●

56.05 +1
1 123.97 +1
678.33 -1
1 642.40 +1
22.11 -1
942.63 +1
1 001.11 +1
4 065.72 T1●

007●

0.00 T1●

000●

0.00 T1●

000●

56.05 +1
11.23 +1
67.28 T1●

002●

0.00 T1●

000●

10. Page 11

```
     56.05 +1
  1 123.97 +1
    678.33 -1
  1 642.40 +1
     22.11 -1
    942.63 +1
  1 001.11 -1
    454.87 +1
    396.17 +1
     65.71 -1
  2 848.83 T1●
010●
```

LESSON 3

PRACTICE EXERCISES

1. Page 12

```
    145.32 +1
     21.50 +1
     18.23 +1
      6.57 +1
    191.62 S1●
004●

    236.75 +1
    189.47 +1
     68.43 +1
    686.27 S1●
007●

      9.76 +1
    696.03 T1●
008●
```

2. Page 12

```
     54.68 +1
    192.40 +1
     10.50 +1
    257.58 S1●
003●

      0.65 +1
     13.82 +1
    272.05 S1●
005●

    124.00 +1
      0.96 +1
      8.52 +1
    405.53 T1●
008●
```

3. Page 12

```
     16.79 +1
     25.42 +1
     42.21 S1●
002●

    186.30 +1
    200.00 +1
     19.22 +1
    447.73 S1●
005●

     41.32 +1
  1 150.67 +1
     18.00 +1
  1 657.72 T1●
008●
```

4. Page 12

```
     77.28 +1
     12.19 +1
      6.45 +1
      0.22 +1
     96.14 S1●
004●

     14.95 +1
    111.09 S1●
005●

    469.80 +1
    156.32 +1
    737.21 T1●
007●
```

5. Page 13

```
     15.37 +1
    118.56 +1
    118.56 +1
      3.25 +1
    255.74 T1●
004●
```

6. Page 13

```
    135.42 +1
     16.79 +1
     16.79 +1
     16.79 +1
    115.63 +1
    301.42 T1●
005●
```

7. Page 13

```
     13.40 +1
     13.40 +1
    178.15 +1
    178.15 +1
     14.83 +1
    397.93 T1●
005●
```

8. Page 13

```
  1 060.78 +1
    146.32 -1
    146.32 -1
    232.50 +1
  1 000.64 T1●
004●
```

LESSON 4

PRACTICE EXERCISES

1. Page 16

```
    17.5400 ×
     9.2300 =
   161.8942 T●
```

2. Page 16

```
     9.360 ×
    16.800 =
   157.248 T●
```

3. Page 16

```
    24.800 ×
     2.420 =
    60.016 T●
```

4. Page 16

```
   49.075000 ×
    8.895000 =
  436.522125 T●
```

5. Page 16

```
    56.99 ×
    18.00 =
  1 025.82 T●
```

6. Page 16

278.4500 ×
1.7500 =
487.2875 T ●

7. Page 17

16.25 ×
42.40 ×
12.60 =
8 681.40 T ●

8. Page 17

144.80 ×
3.65 ×
10.50 =
5 549.46 T ●

9. Page 17

365.00 ×
7.25 ×
2.50 =
6 615.63 T ●

10. Page 17

112.75 ×
18.23 ×
9.25 =
19 012.75 T ●

11. Page 17

4.65 ×
15.00 ×
6.75 =
470.81 T ●

12. Page 17

136.23 ×
14.50 ×
8.34 =
16 474.29 T ●

REVIEW EXERCISES

1. Page 18

723.45 +1
6.78 +1
14.89 −1
715.34 S1 ●
003 ●

356.80 +1
120.25 −1
951.89 S1 ●
005 ●

15.75 +1
15.75 +1
86.04 +1
1 069.43 T1 ●
008 ●

2. Page 18

16.475 ×
183.202 =
3 018.25 T ●

3. Page 18

156.325 ×
−14.00 =
−2 188.55 T ●

4. Page 18

18.90 ×
4.63 ×
6.25 =
546.92 T ●

LESSON 5

PRACTICE EXERCISES

1. Page 20

1 200.00 ×
5.50 =
6 600.00 ↳

1 050.00 ×
9.75 =
10 237.50 ↳

3 600.00 ×
2.60 =
9 360.00 ↳

2 650.00 ×
8.90 =
23 585.00 ↳

49 782.50 T3 ●
004 ●

2. Page 20

23.50 ×
15.36 =
360.96 ↳

120.00 ×
4.87 =
584.40 ↳

85.40 ×
1.49 =
127.25 ↳

−12.00 ×
9.95 =
−119.40 ↳

953.21 T3 ●
004 ●

3. Page 20

262.00 ×
14.40 =
3 772.80 ↳

133.00 ×
25.00 =
3 325.00 ↳

75.00 ×
8.62 =
646.50 ↳

1 420.00 ×
19.80 =
28 116.00 ↳

35 860.30 T3 ●

004 ●

4. Page 20

84.00 ×
6.50 =
546.00 ↳

122.00 ×
15.45 =
1 884.90 ↳

90.00 ×
12.20 =
1 098.00 ↳

327.00 ×
4.62 =
1 510.74 ↳

5 039.64 T3 ●

004 ●

LESSON 6

PRACTICE EXERCISES

1. Page 23

456.25 ÷
13.00 =
35.10 T ●

2. Page 23

1 789.50 ÷
12.36 =
144.78 T ●

3. Page 23

652.896 ÷
0.525 =
1 243.61 T ●

4. Page 23

79.3245 ÷
24.90 =
3.19 T ●

5. Page 23

1 002.00 ÷
4.50 =
222.67 T ●

6. Page 23

96.50 ÷
18.00 =
5.36 T ●

7. Page 24

200.00 ÷
17.50 =
11.43 ↳

655.00 ÷
12.00 =
54.58 ↳

1 324.00 ÷
9.25 =
143.14 ↳

209.15 T3 ●

003 ●

8. Page 24

319.50 ÷
2.36 =
135.38 ↳

52.60 ÷
18.00 =
2.92 ↳

415.45 ÷
21.20 =
19.60 ↳

157.90 T3 ●

003 ●

9. Page 24

1 200.00 ÷
23.00 =
52.17 ↳

6 005.00 ÷
12.35 =
486.23 ↳

3 020.00 ÷
6.33 =
477.09 ↳

1 015.49 T3 ●

003 ●

10. Page 24

16.75 ÷
8.40 =
1.99 ↳

132.56 ÷
11.23 =
11.80 ↳

99.05 ÷
14.60 =
6.78 ↳

20.57 T3 ●

003 ●

LESSON 7

PRACTICE EXERCISES

1. Page 26

16.40 ×
13.00 =
213.20 T ●

5.75 ×
13.00 =
74.75 T ●

23.25 ×
13.00 =
302.25 T ●

2. Page 26

152.00 ÷
16.00 =
9.50 T ●

1 325.00 ÷
16.00 =
82.81 T ●

81.52 ÷
16.00 =
5.10 T ●

3. Page 26

2 864.00 ÷
15.50 =
184.77 T ●

3 602.65 ÷
15.50 =
232.43 T ●

148.90 ÷
15.50 =
9.61 T ●

4. Page 26

82.55 ×
25.40 =
2 096.77 T ●

136.23 ×
25.40 =
3 460.24 T ●

18.50 ×
25.40 =
469.90 T ●

REVIEW EXERCISES

1. Page 27

4.85 ×
16.00 =
77.60 ↳

122.00 ×
3.60 =
439.20 ↳

85.00 ×
12.20 =
1 037.00 ↳

1 553.80 T3 ●

003

2. Page 27

144.00 ×
2.65 ×
18.70 =
7 135.92 T ●

3. Page 27

1 456.78 ÷
13.45 =
108.31 T ●

4. Page 26

64.23 ÷
18.00 =
3.57 T ●

129.12 ÷
18.00 =
7.17 T ●

95.95 ÷
18.00 =
5.33 T ●

5. Page 27

14.56 ×
25.00 =
364.00 ↳

36.90 ×
25.00 =
922.50 ↳

2.32 ×
25.00 =
58.00 ↳

1 344.50 T3 ●

003

LESSON 8

PRACTICE EXERCISES

1. Page 30

```
        1 285.87 +1
          834.26 +1
        1 002.83 +1
          705.50 +1
        3 828.46 ↳1
004●
        2 602.75 +1
        1 623.00 +1
        1 392.80 +1
        1 155.35 +1
        6 773.90 ↳1
004●
        1 650.10 +1
          989.25 +1
          636.82 +1
        1 052.90 +1
        4 329.07 ↳1
004●
       14 931.43 T3●
003●
```

2. Page 31

```
          123.50 +1
           85.00 +1
          115.75 +1
           93.58 +1
          118.10 +1
          535.93 ↳1
005●
           98.90 +1
          116.42 +1
           54.99 +1
           87.35 +1
          254.20 +1
          611.86 ↳1
005●
          115.40 +1
           56.89 +1
          100.05 +1
          143.76 +1
           99.62 +1
          515.72 ↳1
005●
        1 663.51 T3●
003●
          123.50 +1
           98.90 +1
          115.40 +1
          337.80 ↳1
003●
           85.00 +1
          116.42 +1
           56.89 +1
          258.31 ↳1
003●
          115.75 +1
           54.99 +1
          100.05 +1
          270.79 ↳1
003●
           93.58 +1
           87.35 +1
          143.76 +1
          324.69 ↳1
003●
          118.10 +1
          254.20 +1
           99.62 +1
          471.92 ↳1
003●
        1 663.51 T3●
005●
```

3. Page 31

```
           14.75 +1
            4.56 +1
            8.62 +1
            3.40 +1
           12.80 +1
           44.13 ↳1
005●
           22.50 +1
           24.65 +1
           47.15 ↳1
002●
           10.20 +1
            7.50 +1
           15.25 +1
            8.90 +1
           12.30 +1
           54.15 ↳1
005●
          145.43 T3●
003●
           14.75 +1
           22.50 +1
           10.20 +1
           47.45 ↳1
003●
            4.56 +1
            7.50 +1
           12.06 ↳1
002●
            8.62 +1
           15.25 +1
           23.87 ↳1
002●
            3.40 +1
            8.90 +1
           12.30 ↳1
002●
           12.80 +1
           24.65 +1
           12.30 +1
           49.75 ↳1
003●
          145.43 T3●
005●
```

LESSON 9

PRACTICE EXERCISES

1. Page 33

161.00 +1
25.00 +1
239.00 +1
425.00 T1
003 ●

425.00 ×
13.75 =
5 843.75 T ●

2. Page 33

15.25 +1
112.50 +1
76.00 +1
203.75 T1
003 ●

203.75 ×
12.40 =
2 526.50 T ●

3. Page 33

162.00 +1
865.00 +1
293.00 +1
1 320.00 T1
003 ●

1 320.00 ÷
123.00 =
10.73 T ●

4. Page 33

153.23 +1
24.56 +1
965.30 +1
1 143.09 T1
003 ●

1 143.09 ÷
24.50 =
46.66 T ●

5. Page 33

1 500.00 +1
6 000.00 +1
3 200.00 +1
10 700.00 T1
003 ●

10 700.00 ×
17.89 =
191 423.00 T ●

6. Page 33

22.50 ×
14.36 ÷
16.00 =
20.19 T ●

7. Page 33

153.25 ×
89.40 ÷
18.15 =
754.85 T ●

8. Page 33

265.00 ×
100.05 ÷
12.25 =
2 164.35 T ●

9. Page 33

342.89 ×
162.20 ÷
9.00 =
6 179.64 T ●

10. Page 33

42.35 ×
2 050.00 ÷
16.875 =
5 144.74 T ●

11. Page 34

4 692.00 ÷
23.00 ×
19.25 =
3 927.00 T ●

12. Page 34

852.00 ÷
21.00 ×
56.75 =
2 302.43 T ●

13. Page 34

546.60 ÷
15.50 ×
83.00 =
2 926.95 T ●

14. Page 34

1 032.78 ÷
14.50 ×
44.00 =
3 133.95 T ●

15. Page 34

1 200.00 ÷
3.45 ×
19.99 =
6 953.04 T ●

16. Page 35

352.40 ×
262.00 =
92 328.80 T ●

92 328.80 ÷
14.50 =
6 367.50 T ●

17. Page 35

194.30 ÷
17.00 =
11.43 T ●

11.43 ×
15.32 =
175.11 T ●

18. Page 35

```
      283.00 ×
       12.50 =
    3 537.50 T ●

    3 537.50 ×
      144.00 ÷
       13.00 =
   39 184.62 T ●
```

19. Page 35

```
       64.35 ×
        5.42 ×
       19.60 =
    6 836.03 T ●

    6 836.03 ÷
        0.25 =
   27 344.12 T ●
```

20. Page 35

```
    1 540.00 ÷
       19.00 =
       81.05 T ●

       81.05 ×
       14.50 ×
        2.30 =
    2 703.02 T ●
```

REVIEW EXERCISES

1. Page 35

```
    2 165.34 +1
      826.45 +1
    1 662.50 +1
      993.36 +1
    1 823.10 +1
    7 470.75 ↳1
005 ●
       64.90 +1
       21.30 +1
      101.75 +1
       39.80 +1
       92.50 +1
      320.25 ↳1
005 ●
    7 791.00 T3
002 ●
    2 165.34 +1
       64.90 +1
    2 230.24 ↳1
002 ●
      826.45 +1
       21.30 +1
      847.75 ↳1
002 ●
    1 662.50 +1
      101.75 +1
    1 764.25 ↳1
002 ●
      993.36 +1
       39.80 +1
    1 033.16 ↳1
002 ●
    1 823.10 +1
       92.50 +1
    1 915.60 ↳1
002 ●
    7 791.00 T3
005 ●
```

2. Page 36

```
       31.50 +1
       53.62 +1
       19.54 +1
       20.00 +1
      124.66 T1
004 ●
      124.66 ×
       19.75 =
    2 462.04 T
```

3. Page 36

```
    1 462.00 +1
    4 315.00 +1
    5 777.00 T1
002 ●
    5 777.00 ×
       12.56 ÷
       52.00 =
    1 395.37 T ●
```

4. Page 36

```
      123.25 ×
       82.00 =
   10 106.50 T

   10 106.50 ÷
       14.19 =
      712.23 T ●
```

5. Page 36

```
      652.00 ÷
       13.00 =
       50.15 T

       50.15 ×
      195.90 =
    9 824.39 T ●
```

LESSON 10

PRACTICE EXERCISES

1. Page 37

18.50 ×
-2.00 %
-0.37 T
18.13 T ●

2. Page 37

89.95 ×
-15.00 %
-13.49 T
76.46 T ●

3. Page 37

142.45 ×
-20.00 %
-28.49 T
113.96 T ●

4. Page 37

24.30 ×
-33.00 %
-8.02 T
16.28 T ●

5. Page 37

165.25 ×
-12.50 %
-20.66 T
144.59 T ●

6. Page 38

115.46 ×
-15.00 %
-17.32 T
98.14 T

98.14 ×
-2.00 %
-1.96 T
96.18 T ●

7. Page 38

228.80 ×
-35.00 %
-80.08 T
148.72 T

148.72 ×
-12.50 %
-18.59 T
130.13 T ●

8. Page 38

86.92 ×
-17.00 %
-14.78 T
72.14 T

72.14 ×
-4.00 %
-2.89 T
69.25 T ●

9. Page 38

1 657.23 ×
-20.00 %
-331.45 T
1 325.78 T

1 325.78 ×
-5.00 %
-66.29 T
1 259.49 T

1 259.49 ×
-2.00 %
-25.19 T
1 234.30 T ●

10. Page 38

424.75 ×
-30.00 %
-127.43 T
297.32 T

297.32 ×
-3.00 %
-8.92 T
288.40 T

288.40 ×
-2.50 %
-7.21 T
281.19 T ●

LESSON 11

PRACTICE EXERCISES

1. Page 41

35.75 ×
5.00 %
1.79 T
37.54 T ●

2. Page 41

147.50 ×
37.50 %
55.31 T
202.81 T ●

3. Page 41

326.42 ×
12.00 %
39.17 T
365.59 T ●

4. Page 41

565.20 ×
8.00 %
45.22 T
610.42 T ●

5. Page 41

262.45 ×
2.75 %
7.22 T
269.67 T ●

LESSON 12

PRACTICE EXERCISES

1. Page 44

125.00 ×
6.45 =
806.25 ↳

36.00 ×
4.58 =
164.88 ↳

188.00 ×
12.75 =
2 397.00 ↳

67.00 ×
8.33 =
558.11 ↳

3 926.24 T3

004

3 926.24 ×
-15.00 %
-588.94 T
3 337.30 T ●

2. Page 44

259.00 ×
2.33 =
603.47 ↳

148.00 ×
4.56 =
674.88 ↳

83.00 ×
6.95 =
576.85 ↳

280.00 ×
5.50 =
1 540.00 ↳

3 395.20 T3

004

3 395.20 ×
-12.00 %
-407.42 T
2 987.78 T

2 987.78 ×
4.00 %
119.51 T
3 107.29 T ●

REVIEW EXERCISES

1A. Page 44

115.85 ×
12.50 %
14.48 T
130.33 T ●

1B. Page 44

158.20 ×
33.00 %
52.21 T
210.41 T ●

1C. Page 44

564.34 ×
22.75 %
128.39 T
692.73 T ●

1D Page 44

99.95 ×
16.00 %
15.99 T
115.94 T ●

LESSON 13
PRACTICE EXERCISES
1. Page 46

3 245.00 +1
3 245.00 ×
1.10 =
3 569.50 ↳

825.00 +1
825.00 ×
2.30 =
1 897.50 ↳

1 050.00 +1
1 050.00 ×
2.85 =
2 992.50 ↳

650.00 +1
650.00 ×
3.45 =
2 242.50 ↳

5 770.00 T1

004

5 770.00 ÷
10 702.00 T3

004

10 702.00 ÷
5 770.00 =
1.85 T ●

2. Page 46

```
        72.00 +1
        72.00 ×
         5.95 =
       428.40 ↳

       124.00 +1
       124.00 ×
         6.75 =
       837.00 ↳

        19.00 +1
        19.00 ×
         4.62 =
        87.78 ↳

       103.00 +1
       103.00 ×
         8.50 =
       875.50 ↳

       318.00 T1
004 ●
       318.00 ÷
     2 228.68 T3
004 ●
     2 228.68 ÷
       318.00 =
         7.01 T ●
```

3. Page 46

```
        32.00 +1
        32.00 ×
         5.40 =
       172.80 ↳

        14.00 +1
        14.00 ×
         8.65 =
       121.10 ↳

        75.00 +1
        75.00 ×
         4.16 =
       312.00 ↳

       102.00 +1
       102.00 ×
         2.10 =
       214.20 ↳

       223.00 T1
004 ●
       223.00 ÷
       820.10 T3
004 ●
       820.10 ÷
       223.00 =
         3.68 T ●
```

LESSON 14

PRACTICE EXERCISES

1A. Page 47

```
    65 350.0000 ÷
    59 210.0000 =
         1.1037 T ●
```

1B. Page 47

```
    49 265.0000 ÷
    45 962.0000 =
         1.0719 T ●
```

1C Page 47

```
   100 094.0000 ÷
    87 590.0000 =
         1.1428 T ●
```

1D. Page 47

```
   105 290.0000 ÷
   101 275.0000 =
         1.0396 T ●
```

2A. Page 48

```
    12 860.0000 +1
    10 950.0000 -1
     1 910.0000 T1
002 ●
     1 910.0000 ÷
    10 950.0000 =
         0.1744 T ●
```

2B. Page 48

```
     7 954.0000 +1
     6 212.0000 -1
     1 742.0000 T1
002 ●
     1 742.0000 ÷
     6 212.0000 =
         0.2804 T ●
```

2C. Page 48

```
    10 210.0000 +1
     8 565.0000 -1
     1 645.0000 T1
002 ●
     1 645.0000 ÷
     8 565.0000 =
         0.1921 T ●
```

2D. Page 48

```
     5 500.0000 +1
     4 236.0000 -1
     1 264.0000 T1
002 ●
     1 264.0000 ÷
     4 236.0000 =
         0.2984 T ●
```

LESSON 15
PRACTICE EXERCISES

1A. Page 49

```
    23 560.0000 ÷
    31 645.0000 =
         0.7445 T

         0.7445 -1
         1.0000 +1
         0.2555 T1●
002 ●
```

1B. Page 49

```
19 456 0000 ÷
22 000.0000 =
     0.8844 T

     0.8844 -1
     1.0000 +1
     0.1156 T1 ●
002 ●
```

1C. Page 49

```
25 632.0000 ÷
29 154.0000 =
     0.8792 T

     0.8792 -1
     1.0000 +1
     0.1208 T1 ●
002 ●
```

1D. Page 49

```
8 238.0000 ÷
9 159.0000 =
     0.8994 T

     0.8994 -1
     1.0000 +1
     0.1006 T1 ●
002 ●
```

2A. Page 50

```
8 326.0000 +1
11 050.0000 -1
-2 724.0000 T1 ●
002 ●
-2 724.0000 ÷
11 050.0000 =
    -0.2465 T ●
```

2B. Page 50

```
6 250.0000 +1
9 326.0000 -1
-3 076.0000 T1 ●
002 ●
-3 076.0000 ÷
9 326.0000 =
    -0.3298 T ●
```

2C. Page 50

```
10 235.0000 +1
13 250.0000 -1
-3 015.0000 T1 ●
002 ●
-3 015.0000 ÷
13 250.0000 =
    -0.2275 T ●
```

2D. Page 50

```
7 560.0000 +1
8 124.0000 -1
 -564.0000 T1 ●
002 ●
 -564.0000 ÷
8 124.0000 =
    -0.0694 T ●
```

3A. Page 51

```
2 020.0000 +1
1 852.0000 -1
  168.0000 T1 ●
002 ●
  168.0000 ÷
1 852.0000 =
     0.0907 T ●
```

3B. Page 51

```
1 205.0000 +1
1 529.0000 -1
 -324.0000 T1 ●
002 ●
 -324.0000 ÷
1 529.0000 =
    -0.2119 T ●
```

3C. Page 51

```
950.0000 +1
854.0000 -1
 96.0000 T1 ●
002 ●
 96.0000 ÷
854.0000 =
    0.1124 T ●
```

3D. Page 51

```
2 154.0000 +1
1 720.0000 -1
  434.0000 T1 ●
002 ●
  434.0000 ÷
1 720.0000 =
    0.2523 T ●
```

4A. Page 51

```
8 225.0000 +1
6 517.0000 -1
1 708.0000 T1 ●
002 ●
1 708.0000 ÷
6 517.0000 =
    0.2621 T ●
```

4B. Page 51

```
10 213.0000 +1
 8 876.0000 -1
 1 337.0000 T1 ●
002 ●
 1 337.0000 ÷
 8 876.0000 =
    0.1506 T ●
```

4C. Page 51

```
7 912.0000 +1
10 514.0000 -1
-2 602.0000 T1 ●
002 ●
-2 602.0000 ÷
10 514.0000 =
   -0.2475 T ●
```

4D. Page 51

```
12 043.0000 +1
 9 165.0000 -1
 2 878.0000 T1
002 ●
 2 878.0000 ÷
 9 165.0000 =
    0.3140 T ●
```

LESSON 16

PRACTICE EXERCISES

1. Page 55

```
      13 685.0000 +1
       9 153.0000 +1
      10 195.0000 +1
       7 648.0000 +1
      40 681.0000 T1
004 ●
      13 685.0000 ÷
      40 681.0000 =
          0.3364 ↳ ●

       9 153.0000 ÷
      40 681.0000 =
          0.2250 ↳ ●

      10 195.0000 ÷
      40 681.0000 =
          0.2506 ↳ ●

       7 648.0000 ÷
      40 681.0000 =
          0.1880 ↳ ●

           1.0000 T3
004 ●
```

2. Page 55

```
       1 596.3500 +1
       3 432.7500 +1
       8 210.0000 +1
       5 645.9000 +1
      18 885.0000 T1
004 ●
       1 596.3500 ÷
      18 885.0000 =
          0.0845 ↳ ●

       3 432.7500 ÷
      18 885.0000 =
          0.1818 ↳ ●

       8 210.0000 ÷
      18 885.0000 =
          0.4347 ↳ ●

       5 645.9000 ÷
      18 885.0000 =
          0.2990 ↳ ●

           1.0000 T3 ●
004 ●
```

LESSON 17

PRACTICE EXERCISES

1. Page 57

```
          14 665 +1
          10 908 +1
          31 079 +1
          12 047 +1
          68 699 T1
004 ●
           1 000 ÷
          68 699 =
       0.0145562 T

          14 665.00 ×
       0.0145562 =
          213.47 ↳ ●

          10 908.00 ×
       0.0145562 =
          158.78 ↳ ●

          31 079.00 ×
       0.0145562 =
          452.39 ↳ ●

          12 047.00 ×
       0.0145562 =
          175.36 ↳ ●

           1 000.00 T3
004 ●
```

2. Page 57

```
4 590.85 +1
    2 150 +1
3 862.75 +1
 1 426.3 +1
12 029.9 T1
004 ●

    1 790 ÷
12 029.9 =
0.1487959 T

 4 590.85 ×
0.1487959 =
   683.10 ↳ ●

 2 150.00 ×
0.1487959 =
   319.91 ↳ ●

 3 862.75 ×
0.1487959 =
   574.76 ↳ ●

 1 426.30 ×
0.1487959 =
   212.23 ↳ ●

 1 790.00 T3
004 ●
```

LESSON 18

PRACTICE EXERCISES

1. Page 59

```
6 575.00 ×
   190.00 ÷
   360.00 ×
    0.125 =
   433.77 T
```

2. Page 59

```
12 500.00 ×
   310.00 ÷
   360.00 ×
   0.0975 =
 1 049.48 T
```

3. Page 59

```
1 450.00 ×
   90.00 ÷
  360.00 ×
     0.12 =
    43.50 T
```

4. Page 59

```
9 675.00 ×
  245.00 ÷
  360.00 ×
   0.1025 =
  674.90 T
```

5. Page 59

```
3 500.00 ×
  150.00 ÷
  360.00 ×
    0.115 =
   167.71 T
```

LESSON 19

PRACTICE EXERCISES

1. Page 62

```
  56.00 #
  40.00 ×
   4.95 =
 198.00 ↳ ●

   4.95 ×
   1.50 ×
   8.00 =
  59.40 ↳ ●

 257.40 S3
002 ●

  35.50 -1
   3.25 -1
   8.50 -1
   6.10 -1
 -53.35 ↳1 ●
004 ●

 204.05 T3 ●
003 ●
```

2. Page 62

```
  23.00 #
  40.00 ×
   5.85 =
 234.00 ↳ ●

   5.85 ×
   1.50 ×
  16.00 =
 140.40 ↳ ●

 374.40 S3
002 ●

  59.95 -1
   2.50 -1
   9.20 -1
  20.00 -1
 -91.65 ↳1 ●
004 ●

 282.75 T3 ●
003 ●
```

REVIEW EXERCISES

1. Page 62

```
25 660.0000 +1
40 952.0000 +1
12 964.0000 +1
22 169.0000 +1
101 745.0000 T1
004 ●

25 660.0000 ÷
101 745.0000 =
    0.2522 ↳ ●

40 952.0000 ÷
101 745.0000 =
    0.4025 ↳ ●

12 964.0000 ÷
101 745.0000 =
    0.1274 ↳ ●

22 169.0000 ÷
101 745.0000 =
    0.2179 ↳ ●

    1.0000 T3
004 ●
```

2A. Page 62

9 250.00 ×
325.00 ÷
365.00 ×
0.08 =
658.90 T ●

2B. Page 62

22 900.00 ×
245.00 ÷
365.00 ×
0.065 =
999.13 T ●

2C. Page 62

7 235.00 ×
118.00 ÷
365.00 ×
0.0775 =
181.27 T ●

2D. Page 62

15 156.00 ×
300.00 ÷
365.00 ×
0.0425 =
529.42 T ●

LESSON 20

PRACTICE EXERCISES

1A. Page 63

12.50 ×
34.20 ×
8.36 =
3 573.90 T ●

1B. Page 63

16.25 ×
23.50 ×
9.20 =
3 513.25 T ●

1C. Page 63

64.80 ×
14.60 ×
5.25 =
4 966.92 T ●

1D. Page 63

15.00 ×
32.40 ×
7.60 =
3 693.60 T ●

2A. Page 64

36.50 ×
15.00 ×
5.25 ÷
27.00 ×
2.55 =
271.47 T ●

2B. Page 64

19.30 ×
27.50 ×
11.60 ÷
27.00 ×
4.50 =
1 026.12 T ●

2C. Page 64

22.00 ×
8.75 ×
28.50 ÷
27.00 ×
3.85 =
782.30 T ●

2D. Page 64

33.60 ×
11.75 ×
12.00 ×
0.55 =
2 605.68 T ●

TEST 1
PART II

1A. Page 21

495.30 +1
211.55 +1
3.29 +1
44.06 +1
106.00 +1
536.02 +1
200.50 +1
1 354.33 +1
3 000.75 +1
21.08 +1
5 972.68 T1 ●

010 ●

1B. Page 21

114.25 +1
17.36 +1
0.50 +1
369.00 +1
86.80 +1
1 050.06 +1
13.25 +1
0.43 +1
66.20 +1
500.00 +1
2 217.85 T1 ●

010 ●

1C. Page 21

1 238.92 +1
652.50 +1
2 000.07 +1
1 146.75 +1
770.08 +1
23.00 +1
456.23 +1
0.35 +1
600.20 +1
99.95 +1
6 988.05 T1 ●

010 ●

2A. Page 22

426.53 +1
212.86 -1
213.67 T1 ●

002 ●

2B. Page 22

1 850.64 +1
965.78 -1
884.86 T1 ●

002 ●

2C. Page 22

754.20 +1
923.60 -1
-169.40 T1 ●

002 ●

2D. Page 22

206.52 +1
154.60 +1
24.75 -1
340.20 +1
676.57 T1 ●

004 ●

3A. Page 22

5.250 +1
14.275 +1
14.000 +1
33.525 T1 ●

003 ●

3B. Page 22

156.235 +1
59.500 +1
4.560 +1
220.295 T1 ●

003 ●

3C. Page 22

17.190 +1
3.432 +1
19.000 +1
39.622 T1 ●

003 ●

3D. Page 22

345.6000 +1
25.7250 +1
8.0563 +1
379.3813 T1 ●

003 ●

4A. Page 22

133.26 +1
16.50 +1
215.45 +1
365.21 S1 ●

003 ●

89.36 +1
121.02 +1
121.02 +1
696.61 S1 ●

006 ●

300.84 +1
23.12 +1
1 020.57 T1 ●

008 ●

4B. Page 22

162.83 +1
1 000.02 +1
453.60 +1
1 616.45 S1 ●

003 ●

212.85 +1
85.96 -1
1 743.34 S1 ●

005 ●

500.50 +1
42.73 -1
2 201.11 T1 ●

007 ●

4C. Page 22

750.00 +1
405.60 +1
405.60 +1
1 561.20 S1 ●

003 ●

121.20 -1
596.40 -1
843.60 S1 ●

005 ●

2 050.32 +1
16.75 -1
2 877.17 T1 ●

007 ●

5A. Page 22

2.45 ×
16.00 ×
15.00 =
588.00 T ●

5B. Page 22

12.60 ×
5.50 ×
119.00 =
8 246.70 T ●

5C. Page 22

17.825 ×
12.25 ×
33.30 =
7 271.26 T ●

5D. Page 22

14.00 ×
8.45 ×
12.16 =
1 438.53 T ●

6. Page 22

12.00 ×
42.50 =
510.00 ↳

104.00 ×
18.25 =
1 898.00 ↳

63.00 ×
9.75 =
614.25 ↳

26.00 ×
15.36 =
399.36 ↳

3 421.61 T3 ●

004 ●

TEST 2

PART II

1A. Page 39

```
2 360.00 ÷
   17.00 =
  138.82 T ●
```

1B. Page 39

```
5 942.00 ÷
    4.50 =
1 320.44 T ●
```

1C. Page 39

```
  293.14 ÷
   12.36 =
   23.72 T ●
```

1D. Page 39

```
  142.55 ÷
   19.30 =
    7.39 T
```

2. Page 39

```
  158.23 +1
   84.56 +1
  100.01 +1
   75.83 +1
  177.87 +1
  596.50 ↳1
005

   41.50 +1
  111.73 +1
   92.92 +1
  143.34 +1
  156.44 +1
  545.93 ↳1
005

  227.93 +1
  668.24 +1
  203.03 +1
  167.55 +1
  133.78 +1
1 400.53 ↳1
005
2 542.96 T3●
003

  158.23 +1
   41.50 +1
  227.93 +1
  427.66 ↳1
003

   84.56 +1
  111.73 +1
  668.24 +1
  864.53 ↳1
003
```

2 (cont'd)

```
  100.01 +1
   92.92 +1
  203.03 +1
  395.96 ↳1
003

   75.83 +1
  143.34 +1
  167.55 +1
  386.72 ↳1
003

  177.87 +1
  156.44 +1
  133.78 +1
  468.09 ↳1
003
2 542.96 T3●
005
```

3A. Page 39

```
    8.25 ×
   14.00 =
  115.50 T ●

   19.40 ×
   14.00 =
  271.60 T ●

  136.75 ×
   14.00 =
1 914.50 T ●
```

3B. Page 39

```
   16.40 ×
    0.25 =
    4.10 T ●

  115.00 ×
    0.25 =
   28.75 T ●

    8.63 ×
    0.25 =
    2.16 T ●
```

3C Page 39

815.00 ÷
6.20 =
131.45 T ●

326.00 ÷
6.20 =
52.58 T ●

439.00 ÷
6.20 =
70.81 T ●

3D. Page 40

1 156.30 ÷
3.675 =
314.64 T ●

2 319.25 ÷
3.675 =
631.09 T ●

852.725 ÷
3.675 =
232.03 T ●

4A. Page 40

14.56 +1
101.23 +1
58.75 +1
216.40 +1
19.59 +1
410.53 T1
005 ●

410.53 ×
23.65 =
9 709.03 T ●

4B. Page 40

173.80 +1
299.05 +1
73.49 −1
21.50 +1
104.23 −1
316.63 T1
005 ●

316.63 ×
15.475 =
4 899.85 T ●

5A. Page 40

326.25 ÷
11.77 ×
4.42 =
122.52 T ●

5B. Page 40

792.40 ÷
13.00 ×
195.86 =
11 938.42 T ●

5C. Page 40

109.53 ×
18.16 ÷
10.49 =
189.62 T ●

5D. Page 40

122.8415 ×
24.675 ÷
52.425 =
57.82 T ●

6A. Page 40

196.75 ×
0.04 =
7.87 T ●

6B. Page 40

52.40 ×
0.08 =
4.19 T ●

6C. Page 40

325.95 ×
0.065 =
21.19 T ●

6D. Page 40

516.00 ×
0.22 =
113.52 T ●

7A Page 40

841.26 ×
−15.00 %
−126.19 T
715.07 T ●

7B. Page 40

1 342.50 ×
−12.50 %
−167.81 T
1 174.69 T ●

7C. Page 40

3 149.99 ×
−18.00 %
−567.00 T
2 582.99 T ●

7D Page 40

750.00 ×
0.0925 %
0.69 T
750.69 T

750.00 ×
−9.25 %
−69.38 T
680.62 T ●

8A. Page 40

1 855.60 ×
−5.00 %
−92.78 T
1 762.82 T

1 762.82 ×
−2.00 %
−35.26 T
1 727.56 T ●

8B. Page 40

2 162.34 ×
-15.00 %
-324.35 T
1 837.99 T

1 837.99 ×
-3.00 %
-55.14 T
1 782.85 T ●

8C. Page 40

920.10 ×
-12.00 %
-110.41 T
809.69 T

809.69 ×
-7.50 %
-60.73 T
748.96 T ●

8D. Page 40

3 486.09 ×
-10.00 %
-348.61 T
3 137.48 T

3 137.48 ×
-6.00 %
-188.25 T
2 949.23 T ●

TEST 3

PART II

1. Page 52

```
        56.00 #
       565.00 ×
         8.30 =
     4 689.50 ↳

       213.00 ×
         4.15 =
       883.95 ↳

        99.00 ×
         2.80 =
       277.20 ↳

       145.00 ×
        10.10 =
     1 464.50 ↳

     7 315.15 T3
004 ●
     7 315.15 ×
        -5.00 %
      -365.76 ↳
     6 949.39 T

     6 949.39 ×
        -2.50 %
      -173.73 ↳
     6 775.66 T

     6 775.66 ×
         6.00 %
       406.54 ↳
     7 182.20 T ●
```

2A. Page 52

```
        75.00 +1
        75.00 ×
         2.25 =
       168.75 ↳

       124.00 +1
       124.00 ×
         4.95 =
       613.80 ↳

        86.00 +1
        86.00 ×
         7.70 =
       662.20 ↳

        21.00 +1
        21.00 ×
         9.30 =
       195.30 ↳

       306.00 T1
004 ●
       306.00 ÷
     1 640.05 T3
004 ●
     1 640.05 ÷
       306.00 =
         5.36 T ●
```

2B. Page 52

```
       940.00 +1
       940.00 ×
        12.05 =
    11 327.00 ↳

       682.00 +1
       682.00 ×
        11.25 =
     7 672.50 ↳

     1 050.00 +1
     1 050.00 ×
         8.40 =
     8 820.00 ↳

       316.00 +1
       316.00 ×
         9.20 =
     2 907.20 ↳

     2 988.00 T1
004 ●
     2 988.00 ÷
    30 726.70 T3
004 ●
    30 726.70 ÷
     2 988.00 =
        10.28 T ●
```

3A. Page 53

```
     2 935.0000 ÷
     3 163.0000 =
        0.9279 T

        0.9279 -1
        1.0000 +1
        0.0721 T1 ●
002 ●
```

3B. Page 53

```
     5 362.0000 ÷
     7 845.0000 =
        0.6835 T

        0.6835 -1
        1.0000 +1
        0.3165 T1 ●
002 ●
```

3C. Page 53

```
1 918.0000 ÷
2 504.0000 =
    0.7660 T

    0.7660 -1
    1.0000 +1
    0.2340 T1●
002 ●
```

3D. Page 53

```
3 495.0000 ÷
4 192.0000 =
    0.8337 T

    0.8337 -1
    1.0000 +1
    0.1663 T1●
002 ●
```

4A. Page 53

```
3 333.0000 ÷
2 935.0000 =
    1.1356 T ●
```

4B. Page 53

```
6 190.0000 ÷
5 362.0000 =
    1.1544 T ●
```

4C. Page 53

```
2 003.0000 ÷
1 918.0000 =
    1.0443 T ●
```

4D. Page 53

```
4 395.0000 ÷
3 495.0000 =
    1.2575 T ●
```

5A. Page 53

```
21 225.0000 +1
19 705.0000 -1
 1 520.0000 T1●
002 ●
 1 520.0000 ÷
19 705.0000 =
    0.0771 T ●
```

5B. Page 53

```
16 450.0000 +1
13 850.0000 -1
 2 600.0000 T1●
002 ●
 2 600.0000 ÷
13 850.0000 =
    0.1877 T ●
```

5C. Page 53

```
 8 945.0000 +1
 9 750.0000 -1
  -805.0000 T1●
002 ●
  -805.0000 ÷
 9 750.0000 =
   -0.0826 T ●
```

5D. Page 53

```
19 823.0000 +1
17 194.0000 -1
 2 629.0000 T1
002 ●
 2 629.0000 ÷
17 194.0000 =
    0.1529 T
```

6A. Page 53

```
14.6500 +1
11.2300 -1
 3.4200 T1●
002 ●
 3.4200 ÷
11.2300 =
 0.3045 T ●
```

6B. Page 53

```
17.8200 +1
23.7700 -1
 -5.9500 T1●
002 ●
 -5.9500 ÷
23.7700 =
 -0.2503 T ●
```

6C. Page 53

```
11.0900 +1
 9.1100 -1
 1.9800 T1●
002 ●
 1.9800 ÷
 9.1100 =
 0.2173 T ●
```

6D. Page 53

```
25.3300 +1
33.7800 -1
 -8.4500 T1●
002 ●
 -8.4500 ÷
33.7800 =
 -0.2501 T ●
```

FINAL TEST

PART II

1. Page 66

```
        185.00 ×
          4.52 =
        836.20 ↳

         64.00 ×
          8.90 =
        569.60 ↳

        415.00 ×
         11.05 =
      4 585.75 ↳

      5 991.55 T3
003 ●
      5 991.55 ×
        -12.00 %
       -718.99 T
      5 272.56 T

      5 272.56 ×
         -3.00 %
       -158.18 T
      5 114.38 T

      5 114.38 ×
          7.00 %
        358.01 T
      5 472.39 T ●
```

2. Page 66

```
        17 184 +1
         4 325 +1
         4 936 +1
         8 761 +1
        10 088 +1
        45 294 ↳1
005 ●
         9 156 +1
        12 062 +1
        11 453 +1
        14 500 +1
        12 693 +1
        59 864 ↳1
005 ●
         2 697 +1
         5 386 +1
         7 942 +1
         8 000 +1
         9 791 +1
        33 816 ↳1
005 ●
       138 974 T3
003 ●
        17 184 +1
         9 156 +1
         2 697 +1
        29 037 ↳1
003 ●
         4 325 +1
        12 062 +1
         5 386 +1
        21 773 ↳1
003 ●
         4 936 +1
        11 453 +1
         7 942 +1
        24 331 ↳1
003 ●
         8 761 +1
        14 500 +1
         8 000 +1
        31 261 ↳1
003 ●
        10 088 +1
        12 693 +1
         9 791 +1
        32 572 ↳1
003 ●
       138 974 T3 ●
005 ●
```

3A. Page 66

```
      32 159.0000 +1
      35 642.0000 -1
      -3 483.0000 T1 ●
002 ●
      -3 483.0000 ÷
      35 642.0000 =
          -0.0977 T ●
```

3B. Page 66

```
      73 236.0000 +1
      69 564.0000 -1
       3 672.0000 T1 ●
002 ●
       3 672.0000 ÷
      69 564.0000 =
           0.0528 T ●
```

3C. Page 66

```
     100 099.0000 +1
      96 000.0000 -1
       4 099.0000 T1 ●
002 ●
       4 099.0000 ÷
      96 000.0000 =
           0.0427 T ●
```

3D. Page 66

```
      65 500.0000 +1
      71 015.0000 -1
      -5 515.0000 T1 ●
002 ●
      -5 515.0000 ÷
      71 015.0000 =
          -0.0777 T ●
```

4A. Page 66

```
       6 750.00 ×
         185.00 ÷
         360.00 ×
          0.145 =
         502.97 T ●
```

4B. Page 66

```
      11 300.00 ×
         210.00 ÷
         360.00 ×
         0.1525 =
       1 005.23 T ●
```

4C. Page 66

```
       9 675.00 ×
         300.00 ÷
         360.00 ×
           0.11 =
         886.88 T ●
```

4D. Page 66

```
      12 900.00 ×
         275.00 ÷
         365.00 ×
         0.0975 =
         947.62 T
```

4E. Page 66

```
          8.925 ×
         333.00 ÷
         365.00 ×
         0.1225 =
           1.00 T ●
```

5A. Page 67

```
          16.35 +1
         127.89 +1
          33.65 +1
         177.89 T1
003 ●
         177.89 ×
          15.30 =
      2 721.72 T ●
```

5B. Page 67

```
          19.25 ×
           8.60 ×
          42.00 ÷
          13.35 =
         520.83 T ●
```

5C. Page 67

```
       1 648.00 ÷
          19.00 =
          86.74 T

          86.74 +1
          32.33 -1
          54.41 T1 ●
002 ●
```

5D. Page 67

```
         118.50 +1
         236.20 +1
          87.65 +1
         442.35 T1
003 ●
         442.35 ÷
          52.00 =
           8.51 T ●
```

6. Page 67

```
       9 200.0000 +1
       7 300.0000 +1
       5 925.0000 +1
       4 326.0000 +1
      26 751.0000 T1
004 ●
       9 200.0000 ÷
      26 751.0000 =
          0.3439 ↳ ●

       7 300.0000 ÷
      26 751.0000 =
          0.2729 ↳ ●

       5 925.0000 ÷
      26 751.0000 =
          0.2215 ↳ ●

       4 326.0000 ÷
      26 751.0000 =
          0.1617 ↳ ●

          1.0000 T3
004 ●
```

7. Page 67

```
          186 +1
          434 +1
          589 +1
          341 +1
        1 550 T1
004 ●
       20 750 ÷
        1 550 =
13.3870967 T

      186.00 ×
13.3870967 =
    2 490.00 ↳ ●

      434.00 ×
13.3870967 =
    5 810.00 ↳ ●

      589.00 ×
13.3870967 =
    7 885.00 ↳ ●

      341.00 ×
13.3870967 =
    4 565.00 ↳ ●

   20 750.00 T3 ●
004 ●
```

8. Page 67

```
       35.00 #
       40.00 ×
        6.25 =
      250.00 ↳ ●

        6.25 ×
        1.50 ×
        5.00 =
       46.88 ↳ ●

      296.88 S3 ●
002 ●
       59.40 −1
        5.50 −1
        3.25 −1
        1.75 −1
      −69.90 ↳1 ●
004 ●
      226.98 T3 ●
003 ●
```

9A. Page 68

```
15.50 ×
12.00 ×
 3.65 ÷
27.00 ×
 4.25 =
106.86 T ●
```

9B. Page 68

```
 8.75 ×
20.32 ×
14.00 ÷
27.00 ×
 3.30 =
304.24 T ●
```

9C. Page 68

```
16.80 ×
 5.45 ×
19.00 ÷
27.00 ×
 6.50 =
418.80 T ●
```

9D. Page 68

```
22.50 ×
 7.75 ×
11.40 ÷
27.00 ×
 2.33 =
171.55 T ●
```

10. Page 68

```
      214.00 +1
      214.00 ×
        3.21 =
      686.94 ↳

      118.00 +1
      118.00 ×
        5.48 =
      646.64 ↳

      236.00 +1
      236.00 ×
        0.97 =
      228.92 ↳

      419.00 +1
      419.00 ×
        1.56 =
      653.64 ↳

      987.00 T1
004 ●
      987.00 ÷
    2 216.14 T3
004 ●
    2 216.14 ÷
      987.00 =
        2.25 T ●
```

TEST 1 - LESSONS 1 TO 5

Part I

1. Fingers should be poised above the home row.

2. '0' '1' '4' '7' (Index Finger)
   '00' '2' '5' '8' (Middle Finger)
   '3' '6' '9' (Ring Finger)

3. To print the contents of the register without clearing it.

4. To clear an incorrect entry from the keyboard.

5. Depress the 'Minus' key to subtract the erroneous figure from the register.

6. For addition of Dollars and Cents without entering the decimal point.

7. A Credit Balance prints in red preceded by a minus sign.

8. 'Minus and Negative Equals' key.

9. Once.

10. By checking the tape against the written problem.

Part II

1.(A)	5,972.88	4.(A)	365.21	ST	5.(A)	588.00	
(B)	2,217.85		696.61	ST	(B)	8,246.70	
(C)	6,988.05		1,020.57	T	(C)	7,271.26	
2.(A)	213.67	(B)	1,616.45	ST	(D)	1,438.53	
(B)	884.86		1,743.34	ST	6.	3,421.61	
(C)	-169.40		2,201.11	T			
(D)	676.57	(C)	1,561.20	ST			
3.(A)	33.525		843.60	ST			
(B)	220.295		2,877.17	T			
(C)	39.622						
(D)	379.3813						

TEST 2 - LESSONS 6 TO 10

Part I

1. The Divisor, which is the second factor.

2. When the 'Round Off' switch is 'ON', the last digit in the answer is rounded up if the next digit after the decimal wheel setting is '5' or more.

3. Adding several columns vertically and horizontally to check that the grand totals agree.

4. The 'Multiplication' key and the 'Percentage' key.

5. A deduction from an original amount, usually expressed as a percentage.

6. The automatic percentage key.

Part II

1.(A)	138.82		(D)	314.64	7.(A)	715.07
(B)	1,320.44			631.09	(B)	1,174.69
(C)	23.72			232.03	(C)	2,582.99
(D)	7.39		4.(A)	9,709.03	(D)	680.62
2.	2,542.96	GT	(B)	4,899.85	8.(A)	1,727.56
3.(A)	115.50		5.(A)	122.52	(B)	1,782.85
	271.60		(B)	11,938.42	(C)	748.96
	1,914.50		(C)	189.62	(D)	2,949.23
(B)	4.10		(D)	57.82		
	28.75		6.(A)	7.87		
	2.16		(B)	4.19		
(C)	131.45		(C)	21.19		
	52.58		(D)	113.52		
	70.81					

TEST 3 - LESSONS 11 TO 15

Part I

1. Multiplying 'Quantity' times 'Price' for each item.

2. The Accumulator switch and the Grand Total Register

3. Divide the total of the extensions by the total quantity of items.

4. Divide 1975 sales by 1974 sales.

5. $\frac{\text{Current Amount - Previous Amount}}{\text{Previous Amount}}$

6. A decrease prints preceded by a minus sign.

Part II

1.	7,182.20 T.Inv.	5.(A)	1,520	6.(A)	3.42
2.(A)	5.36 Av.Pr.		7.71%		30.45%
(B)	10.28 Av.Pr.	(B)	2,600	(B)	-5.95
3.(A)	7.21%		18.77%		-25.03%
(B)	31.65%	(C)	-805	(C)	1.98
(C)	23.40%		-8.26%		21.73%
(D)	16.63%	(D)	2,629	(D)	-8.45
4.(A)	13.56%		15.29%		-25.01%
(B)	15.44%				
(C)	4.43%				
(D)	25.75%				

FINAL TEST

Part I

1. To identify the home row when using the touch method of operation.

2. Addition
   Subtraction

3. To record reference numbers on the tape, without the number being included in the calculation.

4. (A) '8' '00'
   (B) '1' '00' '2'
   (C) '5'

5. Divisor.

6. Once.

7. 'Current Month' figure divided by 'Previous Month' figure, and the result subtracted from '1'.

8. Total all the amounts, and divide each amount by the total. (Multiply by '100' to find the percentage).

9. Distribution.

10. $\frac{\text{Principal X Rate X Time}}{360 \text{ or } 365}$

Part II

1.	5,472.39 T.Inv.	(D)	947.62		4,565.00 4A
2.	138,974.00	(E)	1.00		8.
3.(A)	-3,483	5.(A)	2,721.72		Straight Time $250.00
	-9.77%	(B)	520.83		Overtime 46.88
(B)	3,672	(C)	54.41		Gross Pay 296.88
	5.28%	(D)	8.51		Deductions 69.90
(C)	4,099	6.	34.39	W	Net Pay 226.98
	4.27%		27.29	X	9.(A) 106.86
(D)	-5,515		22.15	Y	(B) 304.24
	-7.77%		16.17	Z	(C) 418.80
4.(A)	502.97	7.	2,490.00	1A	(D) 171.55
(B)	1,005.23		5,810.00	2A	10. 2.25
(C)	886.88		7,885.00	3A	

olivetti

Student Answer Sheet

Name: _____

Class: _____

Instructor: _____

LESSON 1	LESSON 2	6.
Practice Exercises	Practice Exercises	7.
1. 3,606	1. -36.63	8.
2.	2.	9.
3.	3.	10.
4.	4.	LESSON 3
5.	5.	Practice Exercises
6. 2,414	6. 663.59	1. 191.62 ST
7.	6 Items	686.27 ST
8.	7.	696.03 T
9.	Items	2. ST
10.	8.	ST
11. 1,339.0382	Items	T
12.	9.	3. ST
13.	Items	ST
14.	10.	T
15. 105.83	Items	4. ST
16.	Review Exercises	ST
17.	1.	T
18.	2.	5. 255.74
19.	3.	6.
20.	4.	7.
	5.	8.

LESSON 4	3.	3. GT
Practice Exercises	4.	LESSON 9
1.	5.	Practice Exercises
2.	6.	1.
3.	7.	2.
4.	8.	3.
5.	9.	4.
6.	10.	5.
7.	LESSON 7	6.
8.	Practice Exercises	7.
9.	1.	8.
		9.
10.		10.
11.	2.	11.
		12.
12.		13.
Review Exercises	3.	14.
1. ST		15.
ST		16.
T	4.	
2.		17.
3.		
4.	Review Exercises	18.
	1.	
LESSON 5	2.	19.
Practice Exercises	3.	
1.	4.	20.
2.		
3.		Review Exercises
4.	5.	1. T Net Sls
LESSON 6	LESSON 8	2.
Practice Exercises	Practice Exercises	3.
1.	1. GT	4.
2.	2. GT	

5.

LESSON 10

Practice Exercises

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

LESSON 11

Practice Exercises

1.

2.

3.

4.

5.

LESSON 12

Practice Exercises

1.

2.

Review Exercises

1.(A)

(B)

(C)

(D)

LESSON 13

Practice Exercises

1.

2.

3.

LESSON 14

Practice Exercises

1.(A)

(B)

(C)

(D)

2.(A) AMT

%

(B) AMT

%

(C) AMT

%

(D) AMT

%

LESSON 15

Practice Exercises

1.(A)

(B)

(C)

(D)

2.(A) AMT

%

(B) AMT

%

(C) AMT

%

(D) AMT

%

3.(A) AMT

%

(B) AMT

%

(C) AMT

%

(D) AMT

%

4.(A) AMT

%

(B) AMT

%

(C) AMT

%

(D) AMT

%

LESSON 16

Practice Exercises

1.(A)

(B)

(C)

(D)

2.(A)

(B)

(C)

(D)

LESSON 17

Practice Exercises

1.(A)

(B)

(C)

(D)

2.(A)

(B)

2.(C)	(C)	
(D)	(D)	
LESSON 18	2.(A)	
Practice Exercises	(B)	
1.	(C)	
2.	(D)	
3.		
4.		
5.		
LESSON 19		
Practice Exercises		
1.St.Time		
Overtime		
Gross Pay		
Deductions		
Net Pay		
2.St.Time		
Overtime		
Gross Pay		
Deductions		
Net Pay		
Review Exercises		
1.(A)		
(B)		
(C)		
(D)		
2.(A)		
(B)		
(C)		
(D)		
LESSON 20		
Practice Exercises		
1.(A)		olivetti
(B)		

olivetti

Student Answer Sheet

Name: _____

Class: _____

Instructor: _____

LESSON 1	LESSON 2	6.
Practice Exercises	Practice Exercises	7.
1. 3,606	1. -36.63	8.
2.	2.	9.
3.	3.	10.
4.	4.	LESSON 3
5.	5.	Practice Exercises
6. 2,414	6. 663.59	1. 191.62 ST
7.	6 Items	686.27 ST
8.	7.	696.03 T
9.	Items	2. ST
10.	8.	ST
11. 1,339.0382	Items	T
12.	9.	3. ST
13.	Items	ST
14.	10.	T
15. 105.83	Items	4. ST
16.	Review Exercises	ST
17.	1.	T
18.	2.	5. 255.74
19.	3.	6.
20.	4.	7.
	5.	8.

LESSON 4	3.	3. GT
Practice Exercises	4.	LESSON 9
1.	5.	Practice Exercises
2.	6.	1.
3.	7.	2.
4.	8.	3.
5.	9.	4.
6.	10.	5.
7.	LESSON 7	6.
8.	Practice Exercises	7.
9.	1.	8.
		9.
10.		10.
11.	2.	11.
		12.
12.		13.
Review Exercises	3.	14.
1. ST		15.
ST		16.
T	4.	
2.		17.
3.		
4.	Review Exercises	18.
	1.	
LESSON 5	2.	19.
Practice Exercises	3.	
1.	4.	20.
2.		
3.		Review Exercises
4.	5.	1. T Net Sls
LESSON 6	LESSON 8	2.
Practice Exercises	Practice Exercises	3.
1.	1. GT	4.
2.	2. GT	

5.

LESSON 10

Practice Exercises

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

LESSON 11

Practice Exercises

1.

2.

3.

4.

5.

LESSON 12

Practice Exercises

1.

2.

Review Exercises

1.(A)

(B)

(C)

(D)

LESSON 13

Practice Exercises

1.

2.

3.

LESSON 14

Practice Exercises

1.(A)

(B)

(C)

(D)

2.(A) AMT

%

(B) AMT

%

(C) AMT

%

(D) AMT

%

LESSON 15

Practice Exercises

1.(A)

(B)

(C)

(D)

2.(A) AMT

%

(B) AMT

%

(C) AMT

%

(D) AMT

%

3.(A) AMT

%

(B) AMT

%

(C) AMT

%

(D) AMT

%

4.(A) AMT

%

(B) AMT

%

(C) AMT

%

(D) AMT

%

LESSON 16

Practice Exercises

1.(A)

(B)

(C)

(D)

2.(A)

(B)

(C)

(D)

LESSON 17

Practice Exercises

1.(A)

(B)

(C)

(D)

2.(A)

(B)

2.(C)	(C)	
(D)	(D)	
LESSON 18	2.(A)	
Practice Exercises	(B)	
1.	(C)	
2.	(D)	
3.		
4.		
5.		
LESSON 19		
Practice Exercises		
1.St.Time		
Overtime		
Gross Pay		
Deductions		
Net Pay		
2.St.Time		
Overtime		
Gross Pay		
Deductions		
Net Pay		
Review Exercises		
1.(A)		
(B)		
(C)		
(D)		
2.(A)		
(B)		
(C)		
(D)		
LESSON 20		
Practice Exercises		
1.(A)		olivetti
(B)		